

## REQUEST FOR PROPOSAL

**DATE:** April 26, 2016

**TO:** All Interested Parties

**FROM:** Far Northern Regional Center (FNRC) Community Service Division

**RE:** Request for the development of transportation services

### **Granted to First Transit on 6/7/16**

Far Northern Regional Center (FNRC) is a private nonprofit organization under contract with the California Department of Developmental Services (DDS). FNRC is part of a statewide network of 21 Regional Centers responsible for the coordination and development of services to meet the needs of people with developmental disabilities in Shasta, Butte, Tehama, Siskiyou, Modoc, Trinity, Glenn, Lassen and Plumas Counties.

Far Northern Regional Center (FNRC) is seeking an agency to provide transportation and transportation assistant services to consumers, with developmental disabilities, who reside in FNRC's service catchment area. Consumers transported may require direct supervision, need assistance due to medical care needs, which may include mobility deficient and the usage of medical devices/equipment. At times, consumer may need to be monitored during transport due to behavioral challenges.

Transportation will include transporting consumers to and from their place of residence to day programs, employment sites, or to attend medical/personal appointments. Transportation service may also include providing an attendant to address consumer needs during the transport. Aside from providing transportation services on weekdays, this will involve weekends and holidays. Also, services may need to be provided outside of the typically 8am-5pm working hours. Service shall be provided on such days and at such times as specified by FNRC.

The applicant selected to provide transportation services will work closely with FNRC and/or transportation broker to coordinate services and to assure health and safety of consumers are in place during time of service.

Prospective vendor must furnish labor, vehicles, insurances, materials, supplies and special equipment as requested to provide the transportation as described. Prospective vendor must have experience in providing transportation services to individuals with developmental disabilities, including individuals with a history of behavioral needs/concerns. The vendor shall have sufficient number of qualified staffs, including the ability to pass background checks, possess the required licenses and insurances as it pertains to transportation services.

All interested parties are required to submit a proposal to FNRC. The proposal must include the program description, budget for start up cost, description of the current agency fleets and the

vehicles that can be utilized. Please address how supervision will be provided during transport, how negative behavioral will be managed to maintain the welfare and safety of other passengers. It should be noted in the proposal that assuring consumer health/safety is the responsibility of the driver and/or assistant.

The start up fund for the development of this program will be up to \$250, 000.00 dollars (based on actual costs) for the successful applicant to develop this new service. The successful applicant will be vendor according to standards set by Department of Developmental Services (DDS), California Code of Regulations Title 17 Section 54310 thru 54390, vendor application requirements and sections 58500 to 58560.

Please submit a hardcopy proposal, **the original plus five (5) copies**, to Far Northern Regional Center. All proposals received by the deadline will be reviewed and scored by evaluators selected by FNRC. Applicants who meet the proposal criteria may be invited to participate in an interview process.

Preference will be given to the most qualified applicant who is willing to collaborate with FNRC in meeting each individual transportation/support need.

Please submit proposals to:

Kao Saechao  
Community Service Division  
Far Northern Regional Center  
(530) 221-9546  
Email: [ksaechao@farnorthernrc.org](mailto:ksaechao@farnorthernrc.org)

**Deadline for submission of proposal.....5/20/16 prior to 4pm.**

\*FNRC reserves the right to withdraw this Request for Proposal (RFP) at any time without prior notice. Furthermore, FNRC makes no representation that any agreement will be awarded to any applicant responding to this RFP.